

DELAWARE TRANSIT CORPORATION

POSTING NO. 055-2016

POSITION VACANCY POSTING

DATE OF POSTING January 4, 2016

CLOSING DATE January 22, 2016

METHOD OF APPLICATION: Employment Application and/or Resume

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST, EMPLOYMENT APPLICATION AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **January 22, 2016**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

POSITION #: 091 JOB CODE #: 036

POSITION TITLE ADA Compliance Specialist

PAY GRADE 16 PAY RATE _____ PAY RANGE \$47,184 - \$58,980
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT Kent or New Castle County DEPARTMENT Civil Rights
SECTION Compliance

CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR _____ 32 _____ N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS Monday - Friday

SUMMARY OF POSITION:

The ADA Compliance Specialist will assist the Director of Civil Rights in the management of Delaware Transit Corporation's (DTC) Americans With Disabilities Act (ADA) Programs, including the development and implementation of DTC's ADA policies and programs, and the overall management of the (ADA) as it relates to transportation services and programs for persons with disabilities and older adults. The incumbent will be responsible for monitoring various elements of transportation services for compliance issues. The incumbent will provide technical assistance and make recommendations to address and prevent violations. The ADA Compliance Specialist will assist in the review of Facilities Plan/Prioritization Process for improving bus stops and will be responsible for the development of policies, procedures, and programs relating to ADA services and programs. The ADA Compliance Specialist will oversee investigations of complaints relating to ADA violations or potential violations, and the incumbent will be responsible for the development of training materials in order to provide training throughout the corporation on various aspects of ADA as it relates to service and programs. The incumbent will review written materials produced by the corporation to ensure ADA compliance, People First Language, and accessibility for visually impaired. Participation in outreach events, external committee meetings, and internal workgroups is required.

DESCRIPTION: AVAILABLE THRU HR DEPT X

EQUAL OPPORTUNITY EMPLOYER

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

NOTE: SPANISH SPEAKING A PLUS

Please address each Preferred Qualification separately. Failure to do so could result in a disqualification.

1. Experience interpreting and applying the principals of the Americans with Disabilities Act (ADA) as it relates to transportation services and programs.

Applicants must detail all experience in interpreting and applying the principals of the Americans with Disabilities Act (ADA).

2. Experience in conducting investigations and responding to federal inquiries regarding ADA.

Applicants must detail all experience in conducting investigations and responding to federal inquiries regarding ADA.

3. Experience composing concise written communications.

Applicants must detail all experience in composing concise written communications.

4. Experience in developing training materials and conducting training to a diverse group.

Applicants must detail all experience in developing training materials and conducting training to a diverse group.

5. Experience in developing and maintaining statistical data and word documents.

Applicants must detail all experience in developing and maintaining statistical data and word documents.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER

" Resume must specifically address the skills referenced in this summary."

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

APPLICATIONS CAN BE ACCESSED ON LINE AT www.dartfirststate.com